| Department/Site:   Information and Technology Resources | **FLSA:** Non-Exempt – (Classified CSEA) |
|---|---|
| **Reports to: Vice President,** director, dean, or other administrator in assigned area | **Salary Range**: 49 |

**DESCRIPTION:**

Under the direction of the Vice President of Information and Technology Resources or other area administrator, the network administrator will establish and maintain a high level of wired, and wireless network performance throughout the District and remote/cloud infrastructure. The network administrator addresses a broad range of networking projects that address critical organizational needs, such as hybrid enterprise networks, IT security, telecommunication, and wide area networks.

**REPRESENTATIVE  DUTIES:**

- Provide network-related technical support to information technology staff, end-users, and vendors.
- Assists in creation of public or private cloud systems.
- Provide all the necessary maintenance for the enterprise, including security configurations, patching, and troubleshooting.
- Manage multiple layered physical and virtual networks, virtual machines, and or serverless environment(s).
- Monitors and analyzes the capabilities and performance of the systems.
- Compare, evaluate, and implement new technologies and integrate systems into the computing environment.
- Evaluate and recommend security improvements and system upgrades.
- Assist in the development of strategies for a disaster recovery plan of campus technology and data. Implement and maintain current recovery technologies. Research and plan new options for improving efficiencies in data and systems disaster recovery
- Provide system administration and data integration/backup support for college/district resources, on and off premises, including building and maintaining secure servers (physical/virtual) according to established standards
- Support cloud computing and storage.
- Manage network firewall, antivirus, spam filtering and SSL certificates.
- Assist in the design and implementation of LAN/WAN topologies and network upgrades from cabling design to switching, routing, enterprise wireless and security protection.
- Configure, test, and maintain, LAN/WAN security, software defined networks and related services.
- Identify, diagnose, and resolve network problems.
- Create and maintain comprehensive documentation for all implemented networks.
- Provide pre- and post- installation technical support of network hardware and software. Assist in preparation of network related proposals and solutions.
- Maintain and support LAN/WAN environment and ensure all network equipment has the latest security patches.
- Provide network services such as DHCP, and IP configuration services.

- Provide daily maintenance and problem resolution, operating system patches and software upgrades, and routine hardware configuration on network servers, switches, routers, etc.
- Stay up to date with evolving industry standards for networking technologies, standards and practices.
- Perform other related duties as assigned.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

KNOWLEDGE OF:

**WORKING CONDITIONS:**
Indoor work environment.
Remote option